VERMONT SCHOOL CRISIS GUIDE

2004

Prepared By:

Vermont School Crisis Planning Team

Dated: 1/4/20064

Emergency Phone Numbers

Superintendent	Work # Cell# Pager #	Mental Health	
Principal	Work # Cell # Pager #	Phone Company	
Police Emergency # Police Local Phone #	911	Power Company	
Fire	911	Gas Company	
Ambulance/EMS	911	Oil Company	
Hazardous Materials	911	Wrecker Service	
Vermont Emergency Management Office	1-800-347-0488	Radio Station	
Poison Center	1-800-222-1222	Weather Station	
Vermont Health Department	1-800-640-4374	Bus Coordinator	
Child Abuse Reporting	1-800-649-5285	Commercial Bus Co.	
American Red Cross	1-800-660-9130	School Hotline/Voicemail	
Relocation Ctr. # 1 ( ) Name Address:	Contact 1.1: Phone # Cell # Pager # Contact 1.2: Phone # Cell # Pager #	Relocation Ctr. # 2 ( ) Name Address:	Contact 2.1: Phone # Cell # Pager # Contact 2.2: Phone # Cell # Pager #
Relocation Ctr. # 3 ( ) Name Address:	Contact 3.1: Phone # Cell # Pager # Contact 3.2: Phone # Cell # Pager #	Relocation Ctr. # 4 ( ) Name Address:	Contact 4.1: Phone # Cell # Pager # Contact 4.2: Phone # Cell # Pager #

Table of Contents

Emergency Phone Numbers **1**
Table of Contents **2**
Vermont School Crisis Guide **3**
Vermont School Crisis Planning Team **7**
Allergic Reaction (Tab A) **8**
Assault/Fighting (Tab A) **9**
Bioterrorism (Tab B) **11**
Bomb Threat (Tab B) **12**
Classroom Crisis Commands (Tab C) **14**
Crisis Codes (Tab C) **15**
Death of a Student (Tab D) **18**
Demonstration/Riot (Tab D) **20**
Explosion (Tab E) **21**
Fire (Tab F) **23**
HAZMAT [Hazardous Material] (Tab H) **25**
Hostage (Tab H) **27**
Infectious Disease (Tab I) **29**
Intruder (Tab I) **31**
Kidnapping (Tab K) **33**
Legal Requirements for Emergency Drills (Tab L) **34**
Media Communications Guidelines (Tab M) **36**
Media Communications Plan (Tab M) **37**
Media Press Release (Tab M) **38**
Missing Student (Tab M) **39**
Motor Vehicle Crash (Tab M) **40**
Motor Vehicle Crash [Bus Seating Chart] (Tab M) **42**
Motor Vehicle Crash [Bus Injury Report Form] (Tab M) **43**
Natural Disaster (Tab N) **44**
Policy [Model Crisis Policy] (Tab P) **46**
Procedure [Model Bomb Threat Procedure] (Tab P) **48**
Public Safety Committee (Tab P) **53**
Public Safety Committee & School Crisis Team Diagrams (Tab S) **54**
School Crisis Team (Tab S) **55**
Serious Injury/Illness (Tab S) **57**
Student Threat (Tab S) **59**
Suicide Attempt (Tab S) **61**
Suicide Committed (Tab S) **63**
Weapons (Tab W) **65**

The Vermont School Crisis Guide

To All School Leaders and Emergency Service Providers:

The 2004 Vermont School Crisis Guide has been revised to improve its use by School Crisis Teams and Public Safety Committees. For instance, the Guide is now organized by roles so users can quickly locate their responsibilities in a crisis. The Crisis Guide pages can be used to document pertinent information (time, witnesses) immediately after an emergency situation, essential in constructing an incident report. The Guide can be downloaded from the Web so that school leaders can modify its contents to conform to local situations and resources. A three-ring binder with alphabetized tabs and a training DVD has been distributed to every school principal and superintendent. A school safety check list is also available on the VSBA web site.

Our goal is to provide school and community leaders with the most effective planning and response strategies for dealing with emergency and/or crisis situations. These resources conform to the requirements of 16 V.S.A., Chapter 33, and Rule 4102 of the Vermont State Board of Education Manual of Rules and Practices. You will find the statutory requirements on page 34.

The School Crisis Team and Public Safety Committee

The School Crisis Team is made up of individuals within the school staff, such as the principal, nurse, school resource officer, guidance counselor, teacher(s), custodian, etc. The Public Safety Committee consists of some members of the School Crisis Team plus representatives from law enforcement, fire, rescue, Local/Regional Emergency Planning Commission(s), and the newly established Community Emergency Response Team (authorized as part of the federal Homeland Security network). Both entities are created to assist the principal in planning for and responding to school crises.

The School Crisis Team should work with the principal and the Public Safety Committee to plan monthly emergency drills that are required under current Vermont law. 16 V.S.A., section 1481 states:

> *"The principal or person in charge of a public or independent school or educational institution shall drill the pupils so that they may be able to leave the school building or perform other procedures described in the school's emergency preparedness plan, or both in the shortest possible time and without panic or confusion."*

The Public Safety Committee should establish in advance an incident command system that identifies the principal as the primary incident commander. Emergency response personnel assume that role later. When it is determined that a crime has been committed, the law enforcement commander will take charge. If a fire or a hazardous materials situation develops, the fire chief will become the incident commander.

During a major crisis the principal and emergency service providers form what is called a "unified incident command system", with all key leaders sharing in the decision-making process.

The most effective Public Safety Committees meet on a monthly basis to plan and conduct periodic tabletop and functional emergency exercises. The principal is the communications and planning liaison between the Public Safety Committee and the School Crisis Team.

Using the Vermont School Crisis Guide

The Vermont School Crisis Guide is intended for use by school administrators and emergency

service providers for planning purposes and when responding to crisis situations. The Vermont School Crisis Planning Team encourages school leaders and local emergency service providers to work together to create locally customized print materials for insertion into a three-ring binder. To further expand communications between school leaders and emergency service providers, the locally customized Crisis Guide may be uploaded to the school or community web site and shared through secure password access.

Since the information contained in the Crisis Guide is general in nature, each school or district should tailor procedures to fit local needs and capabilities. Schools should use the Crisis Guide as a framework to implement local school policy and administrative procedures, which are based on a comprehensive school emergency operations plan. For effective utilization of this resource, use the Crisis Guide at staff in-service trainings, review procedures at the beginning of each school year and practice different aspects of the Clear the Halls, Secure the School, and/or Evacuation/Relocation exercises with students and staff during monthly emergency drills.

Knowing who to call, logging local emergency phone numbers in your customized Crisis Guide, and pre-programming them in the school's phone system can save time, property, and, possibly, lives.

The Crisis Guide is intended to be a practical outline for action in a variety of emergencies. It will be most effective when:

- school policies are aligned with crisis procedures and adopted by the School Board;
- companion administrative procedures are routinely rehearsed and followed;
- prior planning and coordination occurs between school leaders and local emergency service providers; and
- a clear chain of command and effective communication systems are developed and followed.

Your customized Crisis Guide will serve as the School Emergency Preparedness Plan as outlined in Vermont law and the Vermont Department of Education Rule 4102.

Simplified Emergency Commands

The Federal Emergency Management Agency (FEMA) and Homeland Security recommend that schools use the simplified emergency commands listed below, and detailed in the Crisis Guide, to conduct emergency drills and responding to a major crisis:

"Clear the Halls"
"Secure the School"
"Evacuate the Building"

The Vermont School Crisis Planning Team recommends that a simple Crisis Command Placard be prominently placed in all teaching spaces that direct teachers, staff, and students about how to respond to each of the simplified emergency commands listed above. A sample placard is included on page 14.

Crisis Management

Crises are unexpected, often unpredictable and take many forms. No school and community can be fully prepared for everything that may happen, but some simple measures are helpful in any crisis situation:

- Think of everyone's safety first;
- Use common sense and follow crisis training procedures;
- Act quickly and calmly; and

- Remain factual and unemotional when communicating with students, the community, and media.

When the School Crisis Team responds to an incident they should make decisions about the following categories based on school crisis policies, procedures, and factual information known at the time:

- Type of school response outlined in the Crisis Guide;
- Notification of students, staff, parents, and community members;
- Crowd control;
- Wrecker service to remove cars that are blocking entry or exit of emergency vehicles;
- Type of student and staff support needed;
- Media and other communications coordination;
- Level of parent involvement and type of community information meetings to be scheduled;
- Staff and substitute teacher coverage enabling the School Crisis Team to carry out proscribed duties;
- Involvement of supervisory union/district School Crisis Team members;
- Time and place for follow-up progress meeting(s) and need for victim assistance services;
- Assess and debrief crisis response.

There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee. During a crisis situation, Public Safety Committee members may (in their role as first responders) work from a predetermined emergency operations center, also referred to as incident command.

Emergency Equipment

Some schools have placed emergency response resource equipment in every classroom. This equipment often includes a fluorescent vest or brightly colored hat to be worn by school staff during an emergency. Many schools have purchased a multitude of cell phones or portable radios to enhance on-site emergency communications. Other key equipment might include a backpack for each teacher that contains a medical kit, garbage bags to help keep students warm and dry, decks of playing cards, and a current student attendance roster.

Student Restraint Resources

There may be times when it is appropriate for school staff to utilize pre-established student restraint procedures when a student perpetrates a violent incident, and school staff members want to prevent the student from further injuring themselves and others. The Vermont Department of Education BEST Initiative has trained many school staff members from around the state to deal with situations involving conflict and physical aggression. The BEST project was developed to respond to the near unanimous concern of school leaders, parents, students, and legislators that issues of safety, school climate, and discipline were significantly limiting the academic and social success of many of our students. BEST has been successful helping educators and school administrators from throughout the state to both prevent and respond to student behavioral challenges.

Other School Crisis Resources

The Crisis Guide is intended for use in conjunction with the following resources:

- Classroom Crisis Command Placard (page 14)

- Model School Board Policy and Procedure (page 46)
- School Bomb Search PowerPoint (www.vtvsba.org)

These resources are available on the VSBA Web site listed below:

- Vermont School Boards Association: **www.vtvsba.org**

The Vermont School Boards Association Web site also provides access to U.S. Secret Service School Threat Assessment resources. You'll be able to review the research findings compiled by a Secret Service psychologist who analyzed major crises involving student violence in schools over the past 30 years. The PowerPoint slides reinforce the importance of creating trusting relationships and open communication between students, staff, and parents.

A Crisis Training DVD has been attached to the inside cover of the three-ring binder sent to each principal and superintendent. The DVD has been produced to help the Public Safety Committee and/or School Crisis Team conduct and debrief table top emergency exercises. There is a limited supply of additional training DVDs available upon request by law enforcement agencies and fire departments. Contact the Vermont Department of Education, Safe, and Healthy Schools Division at 802-828-5109 for more information.

The School Crisis Planning Committee also received a Homeland Security grant to help fund the development and distribution of crisis resources. The grant is funding phase I of a school mapping project, which uses a specialized digital camera to create a virtual tour of school classrooms and hallways. The spherical photos are transformed into CD or Memory Stick software for use by law enforcement and fire officials to more safely respond to school crises.

Crisis Prevention

Finally, to quote an old athletic cliché, "the best defense is a good offense!" In the context of maintaining safe schools, this means building a positive school culture which places a premium on creating a safe, civil, and respectful learning environment. This philosophy is always more productive than reacting to out-of-control students. With this concept in mind, many schools have established student conferencing and peer support systems to assist students and staff to address volatile situations before they escalate into crisis mode.

A large body of research continues to demonstrate the importance of programs that help students increase their personal developmental assets, i.e. empowerment for learning, strong self-concept, home, and community support, etc. Routine interaction with at least one positive role model who provides unconditional support for every child is a much more effective strategy than dealing with the effects of negative student behavior that may lead to school violence. Students, who feel disconnected from their school, peer group, and society, often perpetrate incidents of school violence.

A number of school and community resources are available through regional "New Directions" grants and Child Protection Teams. The U.S. Justice Department COPS program provides funds for communities to employ school resource officers.

In closing, we commend you for taking the time to update and practice how your school will respond to emergency and crisis situations. We wish you the best of luck and hope none of the identified crises ever occur in your school or community!

—The Vermont School Crisis Planning Team

2004 Vermont School Crisis Planning Team

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Cpl. Mark Moody—Montpelier Police Department and School District Resource Officer
Denis Barton, Director of the Office of Rural Health—Vermont Department of Health
Carol Drawbaugh, Epidemiologist—Vermont Department of Health
Mimi Benedict, Project Director, Coordinated School Health—Vermont Department of Health
Jeff Goddard, Program Manager—National Ctr for the Study of Counter-Terrorism & Cyber Crime
Winton Goodrich, Associate Director—Vermont School Boards Association

2004 School Crisis Training DVD

The 2004 School Crisis Training DVD that has been distributed to all school principals and superintendents was filmed at Essex Union High School. The following people were cast in roles as:

Narrator - Winton Goodrich, Associate Director, Vermont School Boards Association
Hallway Knife Incident – Essex UHS Drama Students
Principal in Hallway Knife Incident and Answering Irate Parent Phone Call – Jeff Goddard, Program Manager, National Center for the Study of Counter-Terrorism and Cyber Crime
Teacher in Hallway Knife Incident and Staff Member Answering Bomb Threat Phone Call – Kym Mooney, Drama Teacher, Essex Union High School
Irate Parent – Doug Dows, Director, Safe and Healthy Schools, Vermont Department of Education

The DVD was filmed and produced by the Regional Education Television Network, Colchester, Vermont.

2000 School Bomb Search Training Video

The following individuals presented school bomb search information and strategies in a previously produced training video, filmed in 2000. Their roles in the Vermont State Police have changed since that original filming. You will find this video resource included on the School Crisis Training DVD.

Kerry Sleeper, Commissioner, Vermont Department of Public Safety & Vermont Advisor for the Department of Homeland Security
Col. Tom Powlovich, Director of Vermont State Police
Lt. Daniel Troidl, Dir. of Internal Affairs and Bomb Squad Team Leader—Vermont State Police

In Appreciation

Captain William Sheets – Vermont State Police and Homeland Security
David Cranmere, Jim Ollinger, & Scott Campitelli – Regional Educational Television Network
Kevin Flanders and Gerry Reymore – PeopleGIS School Mapping
Kerri Lamb – Vermont School Boards Association
Lucille Barcomb – Vermont Department of Education
Heather Rouillard – Vermont Emergency Management

ALLERGIC REACTION

"Clear the Halls"

DATE / /

Many students and staff are allergic to certain foods or food additives or may develop a dangerous reaction to prescription medicine or other chemicals/substances. Consistent with school board policy and the Family Educational Rights to Privacy Act (FERPA), school administration, in conjunction with the school nurse, should provide every staff person who routinely interacts with students or staff known to have food or other allergic reactions, with an Emergency Care Plan that includes student/staff names, parent/guardian/relative names, phone numbers and allergic symptoms as well as appropriate first aid measures.

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Check for a medical alert tag		
		Contact the school nurse immediately		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Check for Medical Alert Tag/Emergency Care Plan information for individual		
		Direct someone else to call 911 if needed, and inform the principal		
		Monitor and maintain ABC's (Airway—Breathing—Circulation) as needed		
		Administer **Epinephrine** (dosage as prescribed by physician) as appropriate		
		Administer oral Diphenhydramine (dosage as prescribed by physician) as appropriate		
		Administer oral steroid (dosage as prescribed by physician) as appropriate		
		Continue to observe student or staff member		
		Transport to emergency room with EMS for further treatment, if necessary		
		Notify physician		
		Tell parents to carefully watch child for next 24 hours and contact physician at first sign of any delayed allergic reaction		
		Complete an incident report and file in principal's office		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Contact parent(s)/guardian(s)/designated family member		

ASSAULT/FIGHTING

"Clear the Halls"
"Secure the School"

DATE / /

Violence or threat of physical harm to students, staff, administrators or other persons not involving a dangerous weapon or firearm

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Inform police of your observation and be prepared to make a written statement.		
		Check for injuries and if confirmed, call 911		
		Use appropriate de-escalation strategies: ✓ remain emotionally neutral; ✓ quickly analyze situation to decide response, especially if police need to be called; ✓ if warranted, and trained staff are available, restrain combatants; ✓ seek additional trained support staff for backup; ✓ remove other students and secure the scene.		
		Get names and addresses of any witnesses and report to law enforcement and principal or designee		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Notify SRO		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Approach in a calm manner and direct combatants to stop fighting		
		Separate combatants to a safe area, if possible		
		Verify extent of assault or fight and notify law enforcement		
		Attempt to determine who has been injured, and the extent of injuries. Notify the school nurse and request additional medical help as needed		
		Direct the clearing of the classroom or halls in the immediate vicinity or request all of the hallways be cleared		
		Direct preparation of a phone list identifying names of students and parents who need to be notified		
		Contact superintendent		
		Work with the counseling coordinator to initiate plan as determined by need and severity of the situation		
		Work with communication coordinator if a press release is needed after consulting with police		
		Conduct investigation and follow school discipline polices and administrative procedures, which may include anger management or other appropriate counseling		
		Determine consequence for the offender(s). This could include: suspension, in-school punishment, criminal charge, group conferences, restorative justice methods, and referral to community justice center		
		Debrief with school crisis team and staff		
		Complete an incident report and file		

ASSAULT/FIGHTING (CONTINUED)				
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Approach in a calm manner and direct combatants to stop fighting		
		Escort combatants to the office, keeping them isolated from other students		
		Convene school crisis team, depending on the situation and decide what additional resources and support will be needed		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee with notifying parents of victims		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Assess extent of injuries, administer first aid and seek further medical support as needed		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Superintendent or designee handles press		
		Prepare a written statement, if the situation warrants it, for staff to read to students at school and send to parents/guardians describing the facts known at the time and procedures for accessing support as needed		
		Contact media with predetermined message that has been approved by principal or designee after communication with the police		

BIOTERRORISM

"Clear the Halls"
"Secure the School"
"Evacuate the Building"

DATE / /

A possible bioterrorist event might include the discovery of a suspicious unknown substance (e.g. anthrax, gas, mist, etc.). A bioterrorist event differs from other crises. The level of fear and anxiety is greatly increased due to uncertainty in determining whether an attack has occurred, identifying the boundaries and scope of the attack, and the possibility of contagion. Unlike other events, when it is clear to the public that the immediate danger of an event has passed, the "end" of a bioterrorist attack may become apparent only after a period of time during which no new cases are documented. A bioterrorist event must involve new strategies and extend beyond traditional mental and clinical interventions.

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		DO NOT TOUCH the substance; cover and ISOLATE the substance immediately		
		Inform anyone who has touched a substance or package containing the substance to WASH their hands immediately		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Isolate people who have come in contact with the substance		
		Shut down the ventilation system immediately		
		Evacuate the immediate area		
		Initiate the "Secure the Building" plan and do not dismiss students until directed to do so by health authorities		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Call police who will access the HAZMAT Hotline		911
		Evacuate non-contaminated students and staff after conferring with emergency responders		
		Isolate any people who have come in contact with the substance		
		Initiate the "Secure the Building" plan		
		Call Superintendent		
		Delegate roles		
		Call district office of Vermont Department of Health		
		Ensure accountability of all students and staff		
		ISOLATE and REDIRECT students discovered in a hallway, bathroom, wing, etc.		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal as designated		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal and set up debriefs as needed		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal as designated		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal as designated		
v	**TIME**	**MAIN OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Forward phones to secondary answering site		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Shut down the ventilation system immediately		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Superintendent or designee handles press		

BOMB THREAT

"Evacuate the Building"

DATE / /

Receipt of an oral or written threat of a bomb, or discovery of a suspicious device or note.

BOMB THREAT BY PHONE				
v	**TIME**	**Phone call receiver**	**NAME OF CONTACT**	**CONTACT NO.**
		Record exactly what the caller says using the police bomb threat call card		
		If bomb threat card is not available ask the caller: Time bomb set to detonate? _____ Where it's located? _____ Is it visible or hidden? _____ What it looks like? _____ Type of bomb? _____ Why placed in school or on grounds? _____ How it got in school? _____		
		Note caller accent, age, sex, noise, mental state, etc.		
		Write down perpetrator's *Caller ID* number		
		Activate *57 Call Tracing (note time of call)		
		Notify the principal or designee as soon as possible		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Avoid putting fingerprints on written note		
		Preserve for police if written on door, wall, etc.		
		Notify the principal or designee as soon as possible		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Contact police and fire department using regular phone numbers so as not to trigger scanners		
		Contact superintendent		
		Quickly convene the school crisis team. Use the information gathered to decide how the school should respond		
		Decide whether or not to evacuate the building. If you evacuate establish the relocation area for the students and staff members. Determine transportation needs. Follow procedures and communicate to staff and students.		
		In advance of relocation have pre-assigned staff check for suspicious devices at relocation site if time allows.		
		Make arrangement for providing food for students and staff if they remain at relocation site through lunch		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Set up Incident Command Post at pre-designated site where school leaders can stage with emergency providers		
		Ensure accountability of all students and staff		
		Activate pre-trained bomb search team(s) to conduct the building sweep according to administrative procedures after consultation with police		
		If suspicious device is found, don't touch it. Notify the appropriate police agency		
		Keep an informal time and procedure log of crisis response		

BOMB THREAT (CONTINUED)				
		Work with counseling coordinator to initiate grief-counseling plan determined by need and severity of the situation		
		Debrief with school crisis team and public safety committee		
		Complete incident report and file in the principal's office		
v	**TIME**	**TEACHERS AND STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		While evacuating the building, scan work area for any suspicious items that could be an explosive device		
		Take attendance in evacuation area and immediately report missing students to the backup team leader		
		Report suspicious objects to principal once evacuation procedures are complete		
		Do not touch or attempt to move any suspicious device		
v	TIME	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Plan to assist students who are affected by the incident and also deal with anxious parents or friends		
		Initiate grief-counseling plan as determined by need and severity of the situation		
v	TIME	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Evacuate students in nurse's office and give to a teacher		
		Grab first aid kit and report to Incident Command Post		
		Be prepared to treat injuries that may arise		
v	TIME	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Turn off school utilities, weather permitting, and secure designated area for suspicious device		
		Wear identifying vests and work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles, and prevent unauthorized people from entering school grounds		
		Do not touch or attempt to move a suspicious device		
		Report findings to principal or designee as soon as possible		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with Law Enforcement and the Superintendent		

Classroom Crisis Commands

Clear the Halls – Go to closest room supervised by an adult. Close door (lock if possible). Students and staff remain away from doors and windows. Turn off lights/shut curtains/blinds (if available). Only use classroom intercom or phone for emergencies.

Secure the School – Same as "Clear the Halls". Designated staff secure outside doors. Students outdoors move away from building. Only use classroom intercom or phone for emergencies.

Evacuate the Building – (*Insert classroom exit directions here.)* In an orderly fashion, exit the building with class roster. Teacher takes attendance with assigned students. Move to the _____ Relocation Site when directed.

Crisis Codes

The school should establish and practice drills using a crisis code system to communicate when to *Evacuate* or when to remain in classrooms during a crisis requiring the *Clear the Halls* or *Secure the School* modes. The school may also use a code for other emergencies such as when a student is missing or an intruder is on school grounds. Suggested codes:

Clear the Halls
Secure the School
Evacuate the Building

Crisis Example	School Response
Bomb Threat	**Evacuate the Building:** -Leave internal doors open -Scan for unusual objects -Evacuate [may require moving students/staff to Relocation Site(s)]
Fire/Explosion	**Evacuate the Building:** -Shut all windows/doors -Evacuate [may require moving students and staff to Relocation Site(s)]
Hazardous Materials	**Clear the Halls, Secure the School, Evacuate the Building:** -Evacuate [may require moving students/staff to Relocation Site(s)]
Hostage/Intruder/ Student Threats	**Clear the Halls, Secure the School, Evacuate the Building:** -Students and staff in proximity of disturbance may be directed to remain in Clear the Halls or Secure Building mode while other parts of the building may be Evacuated
Missing Student(s)	**Contact the Office with Information**
Natural Disasters	**Clear the Halls, Secure the School, or Evacuate the Building:** -Evacuate [may require moving students/staff to Relocation Site(s)]
Weapons	**Clear the Halls, Secure the School, or Evacuate the Building:** -Students and staff in proximity of disturbance may be directed to remain in the Secure the Building mode while other parts of the building may be directed to Evacuate

Clear the Halls

Clear the Halls means all students and staff exit the hallways until directed to do otherwise by the Principal or designee. Students should go to the nearest room where there is adult supervision. Remain away from internal and external windows and doors. Shut off lights and close shades if available. Only use classroom telephone/intercom for emergencies. Students and staff should not exit the building.

Secure the School

Secure the School means all students and staff remain in their assigned workspace/classroom or immediately move to a designated area as directed by the Principal. Use of *Secure the School* procedure should occur when an emergency situation exists somewhere within the school or in the immediate area outside the school, where the presence of students and staff would place them in danger.

Secure the School Procedure

1. Principal or designee, after consulting with the School Crisis Team and/or Public Safety Committee, whenever possible, gives the directive for partial or entire school *Secure the School* command.
2. Staff should lock all hallway and exterior doors; however, no doors should be barricaded or locked in a manner that would prevent rapid evacuation.
3. Designated staff members or administrator(s) should remain near exterior doors to allow entry by law enforcement officers.
4. During a gun incident, instruct students to "Drop to the Ground" or "Run into the Building Quickly."
5. During an incident involving a hostage or weapons, staff should direct students to move to an alternate secure area away from the perpetrator(s).
6. Teachers, staff, visitors, and students remain quiet in secured area of the building, on the floor, away from windows and doors, and with all lights turned off.
7. Remain in "*Secure the School*" mode until the Principal, designee or law enforcement commander gives the "all clear" command.

Evacuate the Building

Evacuation means that all students, staff, and visitors exit the building(s) and move to designated safe areas at least 300' away from the school (ensure evacuation areas are accessible during winter months).

Evacuation Procedures

- Principal, or designee, after consulting with the Crisis Team and/or Public Safety Committee, whenever possible, gives the directive to evacuate students and staff, indicating whether primary or alternate evacuation routes should be used.

- Close but do not lock windows and doors.

- All students and staff travel to designated evacuation areas away from building(s). (Ensure evacuation routes and designated areas do not place students and staff in vicinity where

emergency service vehicles enter the school complex.)

- Teachers take attendance and report any missing students to the Backup Team Leader.
- When possible, use cell phones, two-way radios or predetermined runner system to maintain effective communication.
- If decision is to move students and staff to Relocation Site(s), the Principal or designee shall contact the Relocation Site(s) and Transportation Coordinators to activate student and staff relocation procedure.
- If harsh weather or other emergencies exist, and the local bus company does not have capacity to move all students and staff quickly, the Principal or designee and the School Bus Coordinator shall call the regional commercial bus service for additional transportation support.
- Communication Coordinator may contact media with predetermined message that has been coordinated with law enforcement and school administrators.

Relocation Site(s)

Relocation means moving students, staff, and visitors from evacuation areas to the Relocation Site(s). The Site(s) might be large community buildings (e.g. churches, town hall, and fire station). Students and staff may be bused or walk to predetermined Relocation Site(s). Your school plan should identify how parents should communicate with and pick up their children from the Relocation Site(s).

Information Center

Information Center means a place where family members of students and staff can obtain updated information relating to an incident at school. Local school procedures should identify contact phone numbers and the location of the Relocation Site(s).

DEATH OF STUDENT

"Clear the Halls"

DATE / /

The death of a student or staff member on school grounds or while traveling to or from the school.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Avoid disturbing the scene		
		Contact 911		
		Notify the Principal/Designee		
		Notify school nurse and school counselor(s)		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Contact superintendent		
		Convene school crisis team		
		Ensure family of deceased is notified through pre-established method; alert counselors and nurse at schools where any siblings are enrolled		
		Hold a faculty meeting as soon as possible to communicate next steps to staff		
		Permit students to leave school only with parental permission. Carefully track attendance. Consult with police officials involved with the death investigation in case they need to identify witnesses		
		Assess instructional and support needs. Call in substitute teachers as needed		
		Keep time and procedures log of crisis response activities		
		Make home visits to affected families with counselors or crisis team members		
		Hold community support meeting(s) if appropriate		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
		Debrief with school crisis team and staff		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Meet and arrange for notification of teachers and staff as soon as possible if school is in session		
		Use telephone chain if school is not in session		
		Determine and notify additional support as needed after consultation with principal or designee		
		Provide ongoing support for students, faculty, and staff		
		Discuss how teachers can deal with crisis in the classroom		
		Hold ongoing "working team" meetings		
		Assign school counselors and other team members to visit the classes of those involved in incident		
		Provide a formal debriefing opportunity for the School Crisis Team members		

DEATH OF STUDENT (CONTINUED)				
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Gather records of students involved in the incident and prevent unauthorized access		
		Determine extent and nature of counseling services needed and coordinate support systems		
		Determine and notify additional support as needed after consultation with principal or designee		
		Request teachers refer names of at-risk students to you		
		Establish format to monitor at-risk students and include parent/guardian referrals		
		Establish long-range plans for at-risk students		
		Inform student records staff to update deceased student file		
		Plan long-term response and follow-up counseling		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Continue informal support for affected students and staff		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist police department with investigation		
		Work closely with counselor to ID at-risk students		
v	**TIME**	**MAIN OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Call main office and bus company		
		Forward phones to secondary answering site		
		Direct transport of students to secondary site		
		Contact secondary site staff		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to appropriately clean the affected area, if needed, after cleared to do so by investigators		
v	**TIME**	**RELOCATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into buses and/or direct students and staff who are walking		
v	**TIME**	**INFORMATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		

DEMONSTRATION/RIOT			"Clear the Halls" "Secure the School" DATE / /	
An event where a group of people threaten to disrupt school activities, cause personal or property damages.				
v	**TIME**	**WITNESS/REPORTED BY**	**NAME OF CONTACT**	**CONTACT NO.**
		Obtain as much information as possible about the size of the group		
		Assess the type of action engaged in (e.g. blocking traffic, yelling at passersby)		
		Notify principal or designee as soon as possible		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Keep students and staff at a safe distance from the demonstration		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Determine whether to ask demonstrators to disperse		
		Convene the school crisis team if deemed appropriate		
		Decide whether or not to contact law enforcement		
		"Clear the Halls," or "Secure the Building" depending on the circumstances		
		Request students who are in bathrooms or halls to join closest class		
		Contact superintendent		
		Inform media or assign task to Communication Coordinator, if deemed appropriate		
		Keep an informal time and procedures log of crisis response activities		
		Debrief school crisis team and staff		
		Complete and file an incident report		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Decide what additional resources and support will be needed		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee with notifying parents as appropriate		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to treat injuries and help EMS as needed		
		Assess the degree of injuries and report back to principal or designee		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Wear identifying vest if directed by principal or designee, and assist police with traffic control		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

EXPLOSION

"Evacuate the Building"

DATE / /

Whoever observes open flames, smells or sees smoke or experiences excessive heat or is aware of an explosion, should immediately notify the office, and activate the nearby fire alarm.

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Call 911		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Pull the fire alarm - call 911		
		Evacuate the area/building and use the fire extinguisher if appropriate		
		Notify the principal/designee		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Pull fire alarm and call 911		
		Evacuate the building		
		Set up Command Post at pre-designated site		
		Insure accountability of all students and staff		
		Gather information from witnesses regarding the location of explosion		
		Delegate roles for transport of students to secondary site		
		Meet with Fire Department at Command Post and pass on information regarding accountability of staff and students, and the location of the explosion		
		Notify superintendent		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal with evacuation		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Set up debriefs as needed		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Evacuate students in nurse's office and hand off to a teacher		
		Grab first aid kit and report to Command Post		
		Be prepared to treat injuries		
		Set up casualty collection site, if necessary		
		Triage injured for additional medical attention		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Help with evacuation and securing of affected area		
v	**TIME**	**MAIN OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Call bus company if necessary		
		Forward phones to secondary answering site		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		IF SAFE, go to alarm panel to determine location of explosion		
		Communicate location of fire to principal or designee		
		Stay with principal or designee to assist Fire Department with layout of school		

***EXPLOSION* (CONTINUED)**				
v	**TIME**	**RELOCATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into the buses		
		Direct transport of students to secondary site		
		Contact secondary site personnel		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

FIRE

"Evacuate the Building"

DATE / /

Whoever observes open flames, smells or sees smoke, or experiences excessive heat radiating from an adjourning wall, ceiling, or floor should immediately notify the office and activate the nearby fire alarm.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Call 911		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Pull the fire alarm and call 911		
		Evacuate the area/building and use fire extinguisher if appropriate		
		Notify the principal/designee		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Pull fire alarm and call 911		
		Evacuate the building		
		Set up Command Post at pre-designated site		
		Ensure accountability of all students and staff		
		Gather information from staff regarding location of fire		
		Delegate roles for transport of students to secondary site		
		Meet with Fire Department at Command Post and pass on information regarding accountability of staff and students, location of fire		
		Notify superintendent		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee with evacuation in role as designated		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After an event, set up debriefs as needed		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Evacuate students in nurse's office and hand off to a teacher		
		Collect First Aid Kit and report to Command Post		
		Be prepared to treat injuries		
		Set up casualty collection site, if necessary		
		Triage injured for additional medical attention		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Help with evacuation and securing of affected area		
v	**TIME**	**MAIN OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Call bus company if needed		
		Forward phones to secondary answering site		
		Direct transport of students to secondary site		
		Contact secondary site personnel		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		IF SAFE, go to alarm panel to determine the location of the fire.		
		Communicate location of fire to principal		
		Stay with principal or designee to assist Fire Department with layout of school		

***FIRE* (CONTINUED)**				
v	**TIME**	**RELOCATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
		Determine order of students to load into the buses		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

HAZMAT (Hazardous Material)

"Clear the Halls"
"Secure the School"
"Evacuate the Building"

DATE / /

Whoever observes an uncontrolled or unexpected release of, or suspects release of, liquid or vapor that could cause harm or death to humans or damage to the environment should immediately notify the office and call 911.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Notify principal or designee who will call 911		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Call 911		
		Avoid being contaminated, if possible, and warn others of the same concern		
		Evacuate effected area and also isolate, if possible, those who have been contaminated		
		Notify the principal/designee		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Evacuate effected area and also isolate, if possible, those who have been contaminated		
		Activate fire alarm. Call 911 if appropriate		
		Gather information from staff regarding location of spill, extent and the name of the chemical		
		Meet Fire Department at Command Post and pass on staff and student information regarding the nature and location of the spill		
		Set up Command Post as pre-designated site		
		Ensure accountability of all students & staff		
		Delegate roles for transport of students to secondary site		
		Notify superintendent		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist Principal or designee with evacuation		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal with evacuation in role as designated		
		Set up debriefs as needed		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Evacuate students in nurse's office and hand off to a teacher		
		Grab First Aid Kit and report to Command Post		
		Be prepared to treat injuries		
		Set up casualty collection site, if necessary		
		Set up a decontamination site with Fire and HAZMAT Officials as needed		
		Triage injuries for medical attention		

***HAZMAT* (CONTINUED)**				
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist Principal or designee as needed and help secure the affected area		
v	**TIME**	**MAIN OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Call bus company if needed		
		Forward phones to secondary answering site		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Determine location and extent of spill if possible		
		Communicate location of spill to principal		
		Stay with Principal or designee to assist Fire Department with layout of school		
v	**TIME**	**RELOCATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into the buses		
		Direct transport of students to secondary site		
		Contact secondary site personnel		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with Law Enforcement, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into the buses		
		Direct transport of students to secondary site		
		Contact secondary site personnel		

HOSTAGE

"Clear the Halls"
"Secure the School"
"Evacuate the Building"

DATE / /

Any situation when a student, staff member or school visitor is forcibly taken against their will and used as a negotiation tool by an individual or group of people. This may include situations where a person barricades him or herself in a buildng or vehicle and threatens suicide. Law enforcement officials should always handle a hostage situation.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Do not intervene in the hostage/barricade situation		
		Notify principal or designee who will call 911		
		Inform police of your observation		
		IF TAKEN HOSTAGE, follow instructions of hostage taker		
		Remain calm and do not panic		
		Reassure students if they are present that everything will be okay		
		Treat the hostage taker with respect and act as normal as possible		
		Ask permission to speak and do not argue or make suggestions		
		Don't intervene; allow law enforcement to negotiate		
		Obtain good description of hostage(s) takers		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Yield team leader authority to law enforcement commander who directs procedure for securing the building or evacuation		
		Activate school crisis team and decide plan of action		
		Direct preparation of a phone list identifying names of students, staff, and parents who need to be notified		
		Contact superintendent		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
		Keep an informal time and procedure log of response activities		
		Complete an incident report and file		
		Debrief school crisis team and staff		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Convene school crisis team at the school or relocation site, and decide what additional resources and support will be needed		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee with notifying parents of victims		
		Be prepared to deal with friends or relatives of the person(s) taken hostage		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to treat injuries and help EMS as needed		

***HOSTAGE* (CONTINUED)**				
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Superintendent or designee handles press		
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
v	**TIME**	**STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Direct students in bathrooms or halls to join closest class and then report to assigned teacher as soon as it is safe		
		Inform the main office, as soon as appropriate, about unassigned students under their supervision		
		Lock all hallway and exterior doors, if safe to do so; however, no doors should be barricaded or locked in a manner that would prevent rapid evacuation		
		If the fire alarm is activated, staff should direct students to use alternate evacuation routes away from the hostage incident		
		Staff, students and visitors remain quiet in designated secured area, on the floor, away from windows and doors, and with all lights turned off		
		Remain in “Clear the Halls” or “Secure the Building” mode until the Principal and/or Law Enforcement Commander gives the “all clear” command		
		If evacuation occurs, teachers take attendance in evacuation area and immediately report missing students to the backup team leader		

INFECTIOUS DISEASE

"Direction from Principal"

DATE / /

Vermont law requires that health care providers report diseases of public health importance, which includes an unexpected pattern of cases, suspected cases, deaths or increased incidence of any illness of major public health concern. School officials should report any suspected disease outbreaks among students or staff even if a specific cause has not been identified. Sudden increased absences can be a surveillance indicator, and should be reported to the Health Department.

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Notify the school nurse		
		Notify the principal		
		Obtain as much information as possible, including the student's name, date of birth, parent contact information, home telephone number, and the child's health care provider		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Upon receiving notification from a parent/guardian, or other source, that a student has been diagnosed with or is suspected to have an infectious disease: notify the school nurse		
		In collaboration with the school nurse and public health officials, provide information to parents/guardians and staff as appropriate		
		Maintain exclusion guidelines as appropriate		
		Work with the Health Department as needed to identify close contacts of ill student for possible intervention measures such as antibiotics to prevent disease (e.g. meningococcal disease, pertussis)		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to assist students and staff that might be directly or indirectly affected by the incident		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Contact the Vermont Health Department as soon as possible. Call the local district office (phone #), or the central office in Burlington (863-7240 or 1-800-640-4374).		
		Work with staff to identify close contacts of ill student for possible intervention measures such as antibiotics to prevent disease spread (e.g., meningococcal disease, pertussis).		
		Determine immunization status of students and staff (e.g., measles).		

***INFECTIOUS DISEASE* (CONTINUED)**				
		Increase surveillance at the school for other ill students/staff, refer them for medical evaluation and notify Health Department		
		Provide guidance to students and staff on general disease prevention (e.g. hand hygiene)		
		Continue to monitor absences for illness spread and report findings as appropriate to the Health Department		
		Provide information to parents/guardians and staff as appropriate. The Health Department will usually provide this information and will work with the school to distribute it in a timely manner		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to appropriately clean areas affected after direction from the Health Department		
v	**TIME**	**RELOCATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to evacuate if needed		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

INTRUDER

"Clear the Halls"
"Secure the School"

DATE / /

Unauthorized person in school building or on school property

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Ask unauthorized visitor to identify himself/herself and report to office		
		Contact the principal or designee if visitor is uncooperative		
		Do not intervene if person is acting hostile or threatening		
		Notify principal or designee who will call 911		
		Inform School Resource Officer (if you have one)		
		Inform law enforcement of your observation		
		Remain calm and do not panic		
		Write down intruder's physical description, type and color of automobile, registration plate number and any other identifiable information. Report to principal or designee if intruder leaves before law enforcement arrives		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Ask intruder about purpose for being in school		
		Ask intruder to leave if no legitimate reason is found for his or her presence in the school		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Asks intruder about purpose for being in school		
		Asks intruder to leave if no legitimate reason is found for his or her presence in the school		
		Contact law enforcement if intruder remains uncooperative		
		Contact School Resource Officer (if you have one)		
		Announce to staff to "Secure the Building" if intruder is outside the school		
		Direct staff to "Clear the Halls" or Evacuate depending on the circumstances, if intruder is inside the school		
		Activate school crisis team and decide plan of action		
		Contact superintendent		
		Work with the counseling coordinator to initiate counseling plan as determined by need and severity of the situation		
		Keep an informal time and procedure log of response activities		
		Complete an incident report and file in principal's office		
		Debrief with school crisis team and staff		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Coordinate law enforcement measures with responding police officers		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Convene school crisis team and decide what additional resources and support will be needed		

***INTRUDER* (CONTINUED)**				
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee to support students and/or staff, if needed		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to treat injuries		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
v	**TIME**	**STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Direct students who are in bathrooms or halls to join closest class and have them stay away from doors and windows if the command from the principal or designee is given to “Clear the Halls”, or Evacuate the School”		
		Do not lock or barricade doors that would prevent rapid evacuation		
		Inform the main office about students’ locations when the command to “Clear the Halls” or “Secure the Building” has been given		
		Ask students and visitors to remain quiet in designated secured area, away from windows and doors, and with all lights turned off		
		Remain in “Clear the Halls” or “Secure the Building” mode until the principal, designee or law enforcement commander or designee gives the “all clear” command		
		Take attendance in evacuation area and immediately report missing students to the backup team leader		

KIDNAPPING

"Clear the Halls"
"Secure the School"

DATE / /

Kidnapping means the unauthorized removal of a student from school property without consent either from school officials and /or parent(s)/ guar dian(s). In many instances this violation of school rules and state law is perpetrated by a parent or relative involved in a domestic dispute.

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Verify child is missing and then contact principal or designee		
		Gather facts about abduction, description of abductor and any vehicle involved		
		Inform police of your observation and be prepared to write a notarized statement		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Call 911 -Police may interview student's friends -School staff provides support for students being interviewed -Follow school policy and procedure on confidentiality		
		Contact parents(s)/guardians(s) and check student file for any restraining orders or other background information		
		Convene school crisis team and decide on response plan		
		Contact superintendent		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
		Complete an incident report and file in principal's office		
		Debrief with school crisis team and staff		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Convene school crisis team and decide what additional resources and support will be needed		
		Provide victim assistance services		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee with notifying parents of victims		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

Legal Requirements for Crisis Response

16 V.S.A. CHAPTER 33. FIRE AND EMERGENCY PREPAREDNESS DRILLS AND SAFETY PATROLS

Sec. 1481: Fire and Emergency Preparedness Drills

Sec. 1482: Safety Patrols

Sec. 1483: Chapter Printed in Manuals or Handbooks

§ 1481 Fire and Emergency Preparedness Drills

Statute Text

The principal or person in charge of a public or independent school or educational institution, other than a university or college, shall drill the pupils so that they may be able to leave the school building or perform other procedures described in the school's emergency preparedness plan, or both in the shortest possible time and without panic or confusion.

A drill shall be held at least once in each month during the school year and a record of the date and time of such drill together with the time consumed in completing the procedure, shall be kept in the official school register, and such register shall be open at all times for inspection by representatives from the department of labor and industry or the department of education.

A school district, independent school, or educational institution whose administrative personnel neglect to comply with the provisions of this section shall be fined not more than $500.00.

§ 1482: Safety Patrols

Statute Text

a) In the exercise of authorized control and supervision over pupils attending schools and other educational institutions in this state, both public and independent, the board of school directors or other directing authority of any such school or institution may organize and supervise school safety patrols and the appointment, with the permission of parents, of pupils as members thereof, for the purpose of influencing and encouraging other pupils to refrain from crossing public highways at points other than at regular crossings, and for the purpose of directing pupils not to cross highways at times when the presence of traffic would render such crossing unsafe.

Such board of school directors or other directing authority shall obtain and keep in force adequate accident insurance to protect pupils acting as safety patrols during the performance of their services.

The commissioner of public safety shall, upon the request of a board of school directors or other directing authority of any public or independent educational institution, assign an officer or officers of the state police to assist such school authorities in the organization and supervision of school safety patrols, advise and make recommendations concerning the elimination of traffic hazards endangering the safety of school children, and otherwise assist in promoting safety education in the schools of the state. Within the appropriation of his department, the commissioner of public safety shall furnish such equipment, material, and supplies as he may deem necessary for the proper functioning of the school

safety patrols. Nothing herein contained shall be construed to authorize or permit the use of any safety patrol member for the purpose of directing vehicular traffic.

Liability shall not attach either to the school, educational institution, governing board or any individual director, trustee, superintendent, teacher, or other school authority, parent or any sponsor, sponsoring organization or representative thereof, or to the department of public safety or to any individual member thereof, by virtue of the organization, maintenance or operation of such a school safety patrol and school safety patrol field day activity organized, maintained and operated under the authority of this section because of injuries sustained by any pupil or person, whether a member of the patrol or otherwise, by reason of the operation and maintenance thereof.

Insurance

Adequate insurance coverage means coverage for medical, surgical and hospitalization expenses and should not be less than $5,000 per pupil for such expenses, but if local board chose to carry less, department of education should not substitute its judgment for that of local board. Protection of policy must extend to child apart from board's liability, and company must agree in writing to pay all expenses, up to policy limit, although in fact school district is not liable for injury sustained. 1956-58 Op. Atty. Gen. 72.

§ 1483 Chapter Printed in Manuals or Handbooks

Statute Text

a) This chapter shall be printed in such manuals or handbooks as may be prepared for the guidance of teachers in a school or institution subject to the provisions thereof.

Media Communications Guidelines

- Establish administrative procedures that mandate all staff, students, and school personnel to direct news media questions to the designated Communication Coordinator during a school crisis.
- Consult with the Incident Commander (Principal, Law Enforcement Commander, or Fire Chief) or designee prior to communicating with media.
- The media is not allowed inside the school unless authorized by the Principal or designee.
- Be honest with media personnel. If the answer to a question is not known tell the reporter that you will get back to them as soon as possible.
- Don't provide information "off the record", say "no comment", or use jargon.
- Student confidentiality must be maintained at all times.
- Always use a tone-alert radio to warn of impending natural disasters.
- List key names, phone numbers and information for radio, television, and newspaper contacts in the table below.

Media Contact	Radio Frequency/Channel	Phone/Fax Numbers Web Address	Contact Person
Weather Band			
AM			
FM			
FM			
Cable Television Station			
Broadcast Television Station			
Newspaper			

Media Communication Plan

(Complete Prior to School Crisis Press Conference)

1) In one brief paragraph state the key point or objective of the press conference.

2) List the three facts or statistics you would like the public to remember after hearing the story.

   a)

   b)

   c)

3) Identify who the main audience or population segments whom you would like this message to reach.

   Primary Audience:

   Secondary Audience:

4) What is the one message the audience needs to take away from this report/interview?

5) Who in your school district will serve as the sole point of contact for the media?

   Name: Phone #:

   Dates & Time Available:

(Media Communication Plan contributed by Robert Howard, Center for Disease Control)

Media Press Release

_____ Public School

At _____ (time) on _____ (date) the following accident (incident) occurred:

_____

(If students have been relocated due to school facility emergency)
All students and staff have been evacuated from the school and relocated to the following sites:

Site _____ Grade Level _____ Phone _____

Site _____ Grade Level _____ Phone _____

Site _____ Grade Level _____ Phone _____

At this time we have:

(A) No confirmation of injuries or damage:

-or-

(B) Confirmed the following injuries or damage. (Do not identify student/staff by name; merely state the number of students involved and/or any property damage that has occurred).

_____

The prognosis for those involved is (Good) (Fair) (Critical).

The school district is responding in the following manner:

_____

_____

At the current time the incident is being investigated by local authorities and is considered to be a criminal investigation. The school district does not wish to take any action that may interfere with a pending criminal investigation. Therefore information will not be released without the prior approval of local authorities.

We will keep you updated as we learn additional information.

We ask the general public to avoid traveling in this area unless it is absolutely necessary.

We ask that only parents of children in the school contact us with questions at:

Telephone _____

For ongoing information updates check the school Web page at: www._____

Thank you for your cooperation.

School Media Contact: _____

(Courtesy of the Oklahoma State School Boards Association)

MISSING STUDENT

"Clear the Halls"

DATE / /

Student(s) unaccounted for at school, on school property, or while traveling to and from school.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		ACTIVATE MISSING STUDENT CODE		
		Notify the principal/designee		
		Principal calls 911, if necessary		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Contact parents/guardian to report student absence/status		
		Inform staff once missing person is located		
		Complete incident report for filing in office		
v	**TIME**	**STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Notify principal of any suspicious student absence or unknown person in the building		
		Be on the lookout for missing student and immediately report new information to the principal		
		Refer all requests for release of individual students to the office prior to their departure from school		
		Require a written student release note from parent/guardian		
		Report observations of unknown or unauthorized persons to principal. Make note of appearance, vehicle type and color, registration plate number, etc.		
		Insist on identification if unknown person arrives at school asking to pick up student; direct unknown person to office for approval		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist Principal or designee in search for missing student		
v	**TIME**	**MAIN OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

MOTOR VEHICLE CRASH

"Clear the Halls"

DATE / /

Bus and/or automobile collision involving students and staff traveling to and from school and during field trips.

v	*TIME*	*WITNESS/REPORTED BY*	*NAME OF CONTACT*	*CONTACT NO.*
		Call 911 and inform police about details		

v	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Check for injuries and if confirmed, call 911		
		Inform police about details		

v	TIME	PROCEDURES FOR BUS DRIVER or SCHOOL-SPONSORED DRIVER	NAME OF CONTACT	CONTACT NO.
		Secure vehicle, position flares at a safe distance from crash scene and display other appropriate warning devices		
		Call or direct someone to call 911		
		Administer first aid by utilizing trained staff from the immediate vicinity		
		Ensure children remain in vehicle if safe from fire or other road hazards; if danger exists, move passengers to a safe place away from the scene of the collision		
		Direct responsible person to flag down oncoming motorists for additional assistance		
		Get names and addresses of any witnesses and report to law enforcement and principal or designee		
		Notify principal or designee		
		Make no statements to bystanders or media		
		Fill out three-part school bus seating chart form for EMS, police and administration if available		

v	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Direct staff to "Clear the Halls" if motor vehicle crash takes place within sight of school, in order to minimize the trauma to students		
		Report to scene of crash (if it is away from school grounds), unless it is not safe to do so		
		Verify crash report with law enforcement and attempt to determine who has been injured, extent of injuries and hospital where victims have been taken		
		Direct preparation of a phone list identifying names of students, staff, and parents who need to be notified		
		Contact parent(s), guardian(s), or other close relative(s) of crash victims		
		Contact superintendent		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
		Complete an incident and bus injury report and file (see pg. 43)		
		Work with bus driver to complete bus seating & injury charts		

***MOTOR VEHICLE CRASH* (CONTINUED)**				
		Debrief with school crisis team and staff after consultation with police agency		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist Principal or designee with incident		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Convene school crisis team and decide what additional resources and support will be needed		
		Assist Principal or designee at scene of crash, if needed		
		Coordinate assistance with members of School Crisis Team or Public Safety Committee		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist Principal or designee with notifying parents of victims		
		Assist students and staff who are obviously affected by incident		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Check with Principal or designee before reporting to scene of crash		
		Bring first aid kit to crash scene		
		Bring cell phone to maintain communications		
		Be prepared to treat injuries and help EMS as needed		
		Assess the degree of injuries and report back to principal or designee		
		Follow procedures set forth by school policy		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

MOTOR VEHICLE CRASH - SCHOOL BUS REPORT FORM

BUS DRIVER _____ **(Co:** _____ **)** **BUS# (** _____**)**

(Tel.: _____**)** **ROUTE# (** _____**)**

(Fax: _____**)** **Entry/Exit Door →**

1	A	B	C	AISLE EXIT DOOR	D	E	F	1
2	A	B	C		D	E	F	2
3	A	B	C		D	E	F	3
4	A	B	C		D	E	F	4
5	A	B	C		D	E	F	5
6	A	B	C		D	E	F	6
7	A	B	C		D	E	F	7
8	A	B	C		D	E	F	8
9	A	B	C		D	E	F	9
10	A	B	C		D	E	F	10
11	A	B	C		D	E	F	11
12	A	B	C		D	E	F	12
13	A	B	C		D	E	F	13

INJURY CODES:

1. Fatal
2. Incapacitating Injury
3. Non-incapacitating Injury
4. Potential Injury
5. No injury
6. Unknown

MOTOR VEHICLE CRASH - BUS REPORT FORM (CONTINUED)

No.	LAST NAME	FIRST NAME	DATE OF BIRTH	INJURY REPORTED	CODE
			/ /		
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INJURY CODES:

1. Fatal
2. Incapacitating Injury
3. Non-incapacitating Injury
4. Potential Injury
5. No injury
6. Unknown

NATURAL DISASTER

"Clear the Halls"
"Secure the School"
"Evacuate the Building"

DATE / /

A flood, hurricane, tornado, or earthquake will often strike without warning; appropriate emergency procedures must be initiated immediately. School should use tone-alert radio to receive advance notice of any natural disasters.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Obtain an advance warning of an event from National Weather Service; notify administration		
		If there is no warning of an event, move students and staff inside to an appropriate safe shelter		
		Keep Emergency Alert System (EAS) radio on for updates		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Turn on EAS radio		
		Decide whether to evacuate		
		Set up Command Post at pre-designated site		
		Ensure accountability of all students and staff		
		Gather information from staff regarding building integrity and potential hazards (i.e. rising flood waters, high winds that may cut power, etc.)		
		Delegate roles for transport of students to secondary site; if needed call upon school Public Safety Committee		
		Meet at Command Post and receive information regarding staff and students, location of the disaster, building damage, flooding, etc.		
		Notify Superintendent		
		Make contact with emergency responders via 911 for instructions		
		Set up debriefs as needed after the event		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Prepare to handle a large volume of telephone calls from parents or guardians		
		Monitor local radio stations for updates–EAS stations		
		Help prepare a pre-designated area for student pick up by parents/legal guardians or buses		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee during evacuation		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Remove students in nurse's office and hand off to a teacher		
		Collect First Aid Kit and report to Command Post		
		Be prepared to treat injuries that may have occurred		
		Set up casualty collection site, if necessary		
		Document status of patients and maintain log		

NATURAL DISASTER (CONTINUED)				
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

SCHOOL CRISIS PREVENTION & RESPONSE MODEL POLICY

Policy

It is the policy of the _____School District to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Definition

Examples of school crises include but are not limited to fire, bus accidents, nuclear disaster, criminal acts, civil disturbances, disease epidemic, physical injury, death, presence of intruders on school premises, hazardous materials spills, weather related emergencies, natural disasters, bomb threats, terrorist activities, or other emergencies.

Administrative Responsibilities

To help prevent the occurrence of some individually caused crises, the Superintendent shall research and share information about educational programs and practices designed to create and sustain a safe learning environment.

The Superintendent is directed to create a school crisis prevention and response plan and administrative procedures that identify how the students and staff shall respond to emergency situations, and the role that local emergency service providers shall play in crisis preparedness and incident management. This shall include the establishment of a school crisis team and consultation and cooperation with law enforcement, the fire department, and rescue squads to create a community public safety committee.

The school crisis plan and procedures shall be aligned with and follow the recommended practices outlined in the Vermont School Crisis Guide and related resources.

Generally, the Principal or his/her designee will organize and oversee the planning and operation of the crisis team and will serve as the incident commander, according to the crisis plan and emergency procedures. The plan shall be reviewed annually and routinely practiced during regular drills.

Fire and emergency preparedness drills shall be conducted and recorded by the Principal in accord with the requirements of Section 1481 of Title 16 of the Vermont Statutes Annotated. At a minimum, the pupils shall be drilled at least once a month during the school year so that they may leave the school building in the shortest possible time and without panic or confusion. In addition, pupils shall be drilled at sufficient intervals on other procedures described in the school's emergency preparation plan. A record of each drill together with the time consumed in competing the procedure, shall be kept in the official school register, and such register shall be open at all times for inspection by representatives from the Department of Labor and Industry and the Department of Education.

Following a major incident, the crisis team and/or the public safety committee shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for crisis plan updates to the superintendent.

Staff Responsibilities

The staff shall follow all guidelines outlined in the crisis plan and staff handbook when practicing routine drills and when responding to actually emergency situations.

Student Responsibilities

Students shall follow all guidelines outlined in the crisis plan and student handbook when practicing routine drills and when responding to actually emergency situations.

Students who cause school crises will be held accountable in accordance with the school discipline policy and state/federal law. Incidents that disrupt the education process or endanger the safety of other students and staff shall be referred to law enforcement for possible criminal charges or to pursue civil litigation.

Lost instructional time resulting from response to a school crisis or emergency situation shall be made up at the discretion of the School Board.

Date Warned:
Date Adopted:

Legal Reference(s):	16 V.S.A. § Chapter 33 (Fire and Emergency Preparedness Drills) 16 V.S.A. §1161a (a) (4) (Discipline) 13 V.S.A. § 1604 (Possession of explosive devices) 13 V.S.A. §1612 (Placing a hoax device) 13 V.S.A. §1753 (False alarms and reports) Rule 4102 - Vermont State Board of Education Manual of Rules and Procedures 2004 School Crisis Guide
Cross Reference:	Risk Management (E4) Student Conduct and Discipline (F1) Search and Seizure (F3) Weapons (F21)

CODE E7 - R

PROCEDURES FOR BOMB THREATS

Anticipating a Bomb Threat

1. **Line of authority.** The Principal of the _____ School is designated as the person in charge of administering this policy. If the Principal so decides, he/she may designate a named administrator to serve in his/her stead or absence. Wherever "Principal" appears in this policy, it refers either to the Principal or the designated administrator.

2. **Coordination of school and public safety agencies.** The Principal shall establish and maintain ongoing communication and coordination among school staff and public safety authorities for purposes of planning for, training for, and responding to any bomb threat. For this purpose, the Principal shall establish a bomb threat response team to consist of the Principal, the Superintendent, and persons representing teachers, custodians, office staff, transportation providers, and parents. The Principal shall request participation on this team by persons representing local law enforcement and fire/rescue agencies. The Principal shall convene this group to:
   A. review this policy and any associated protocols prior to the first student attendance day each school year;
   B. coordinate and oversee response efforts whenever a bomb threat has been made;
   C. review implementation of this policy after any bomb threat is resolved.

3. **Training**
   A. Telephone answerers. The Principal shall ensure that all staff whose regular duties include answering incoming telephone calls are trained in the protocol to be used when confronted by a telephone bomb threat.
   B. All staff. The Principal shall see that all staff are trained regarding their duties in the event of a bomb threat, including proper evacuation procedures, assuring the safety of students and staff, noting the absence of any students, conducting quick but complete visual scans of their workplace, and attendant reporting responsibilities.
   C. Any staff participating in a search. The Principal shall ensure that staff volunteering to participate in a search for explosive devices are first trained by appropriate public safety personnel regarding the voluntary nature of their participation, the potential danger, and the proper sequence and technique involved.
   D. Students. The Principal shall ensure that all students are instructed about proper conduct during a bomb threat, the potential criminal and civil penalties, as well as school discipline associated with making a bomb threat, and the disruption and costs to the educational process stemming from a bomb threat.

4. **Drills**. The Principal shall incorporate school bomb threat drills within the monthly emergency drill process conducted in accordance with state law and shall periodically review the effectiveness of procedure with the school crisis team following a bomb threat.

5. **Pre-arranged signal**. The Principal shall establish a signal for announcing a bomb threat and inform staff what it is.

6. **Precautions**:
   A. Telephone service options. The Principal shall see that at least main office telephone service includes caller ID or other call-tracing capacity and that each phone station is supplied with a FBI bomb threat note card.
   B. Locked areas. School personnel with access to lockable work spaces shall lock them when not in use.
   C. Trash. The Principal shall direct school personnel not to permit the accumulation of trash, boxes, and other articles inside or next to the school building.

D. Parking. The Principal shall, to the extent possible, ensure that parking spaces are not located close to the school building. There shall be stringent enforcement of parking restrictions relative to fire lanes, loading docks and handicapped parking spaces.

E. Labeling building areas. The Principal shall ensure that different areas of the building are assigned specific labels, to be posted in plain sight, both internally and externally, and to be communicated to school and public safety authorities.

F. Evacuation gathering places. The Principal shall designate safe locations where all students and staff shall go if an evacuation of the school is ordered.

G. Relocation site(s). The Principal shall designate specific relocation sites for students and staff to walk or be transported to when immediate return to the school is not possible following evacuation.

7. **Substitutes.** The Principal shall ensure that substitute personnel are aware of this policy and the obligations of staff during a bomb threat.

Reacting to a Bomb Threat

1. **Upon receiving threat.** All personnel who answer telephone calls from outside sources shall be provided with a FBI bomb threat note card, to be placed within easy reach of their telephone, on which is printed information to ask for and information to listen for in the event a caller makes a bomb threat. Whoever receives the call shall attempt to transfer it to the Principal, or failing that, ask the caller as many of the questions on the bomb threat note card as he/she can, carefully noting all wording and other information.

2. **Notification**

A. To the Principal. A person receiving a bomb threat by telephone or other means, or who finds a suspicious device on school property, shall inform the Principal immediately.

B. By the Principal. Upon learning of the bomb threat, the Principal shall alert local law enforcement and the Superintendent.

3. **Assessment**. Upon learning of the bomb threat, the Principal, in consultation with local law enforcement personnel and the Superintendent, if time permits, shall:

A. Evaluate the credibility of the threat;

B. Decide whether to direct a search of the building; and

C. If so, decide whether the search should be conducted while the building is occupied or after it has been evacuated.

In so doing, the Principal shall resolve all doubts in favor of finding the threat credible and a search necessary prior to or following a school evacuation.

4. **Activating the team.** After deciding which course of action to follow, the Principal shall, after consultation with the Superintendent and the chair of the Public Safety Committee, activate the bomb threat search team.

5. **Evacuation**

A. To what extent. The Principal, in consultation with the Superintendent and the chair of the Public Safety Committee, shall decide on the extent to which the building will be evacuated. The decision shall be either:

i. To assemble all building occupants in one location, such as the gymnasium;

ii. To evacuate just a portion of the building;

iii. To evacuate the entire building to a particular site or sites no less than 300' from the building; or

iv. To dismiss students and/or staff for the duration of the day.

B. Signaling. If the Principal decides the building should be evacuated, he/she shall inform the staff immediately.

C. Adjusting evacuation route. The Principal shall direct personnel to adjust their usual evacuation route to avoid any suspected location of an explosive device.

D. Staff obligations. In the event of an evacuation, staff shall:

i. Visually scan their workplace and any other common areas they have been assigned for any thing or person out of the ordinary. If there is such an object, staff should not touch it but should report its location to the Principal.

ii. Leave internal doors unlocked and open.

iii. Make sure any students in their charge, including those with disabilities, are guided to safety, and remain with them until otherwise directed; and

iv. Evacuate the school with their attendance book, taking attendance once the evacuation is accomplished and report the absence of any students normally in their charge to the Principal.

E. Student conduct. All students shall assist staff by obeying all directions and maintaining an orderly and quiet demeanor.

F. Utilities

i. Fuel. The Principal shall direct appropriate personnel to turn off gas and other fuel lines.

ii. Electricity. The Principal shall decide whether electric power to the building should be turned off, and if so, direct it to be done.

iii. Telephones. [Insert here standard response to leave service intact, to shut down service, or to decide response during the threat.]

G. Transportation and traffic. The Principal shall make sure a safe and efficient traffic pattern is in place to enable students to depart without impeding access and parking for public safety vehicles.

6. **Search**

A. To what extent. The Principal, in consultation with the Public Safety Committee, shall decide on the extent to which the building will be searched. The decision shall be to either:

i. Not conduct a search;

ii. Search specific portions of the building; or

iii. Search the entire building and grounds.

B. Nature of search. The Principal, in consultation with the Public Safety Committee, shall decide whether a search will be conducted overtly, covertly, or by means of a special team.

C. Method. A search shall be conducted in accordance with techniques and training provided by public safety personnel. Toward that end, the Principal shall arrange with public safety officials for the periodic training of search personnel.

D. Participants

i. STAFF. Each staff member shall, upon request, conduct a visual scan of his/her workplace, noting any thing or person out of the ordinary, and shall report any findings to the Principal.

ii. STUDENTS. Under no circumstances will a student be permitted to participate in a search.

iii. VOLUNTEERS. No school personnel may be required, beyond what is provided in this policy, to participate in a search for an explosive device. Any school personnel volunteering to participate in a search for an explosive device shall first be trained with respect to the dangers involved, precautions to observe, and the techniques to follow.

E. Object found. If any suspicious object is actually discovered, no school personnel shall touch it. Instead, the individual discovering the object shall report it immediately to the Principal, who shall immediately report it to the public safety official in charge.

F. Explosion. If there is an explosion, the Principal shall yield to the authority and protocols of public safety authorities.

After a Bomb Threat

1. **Investigation**. The Principal, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a bomb threat. School personnel shall not conduct any investigation independently but rather in conjunction with law enforcement.

2. **Discipline**. Any student involved in the making of a bomb threat, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school, up to and including expulsion subject to the school's student discipline policy.

3. **Civil liability**. The _____ School District reserves the right to bring suit against anyone responsible for a bomb threat and to seek restitution and other damages permitted by law.

4. **Lost time**. Any school time lost as a result of a bomb threat shall be made up on days and at times determined by the School Board.

5. **Counseling**. The Principal, in consultation with appropriate guidance and other personnel, shall assess the effect of the bomb threat on students as a whole and on any individual students who come to his/her attention, to determine if and what type of counseling would be appropriate.

6. **Evaluation**. Within one week following the conclusion of the school's response to a bomb threat, the Principal shall convene the Public Safety Committee to evaluate how well the school responded, how consistent its response was with policy, how consistent its response was with its implementation procedures, and whether any changes to the provisions of this policy or administration procedures are recommended as a result.

1. **About the policy**. All school handbooks, those for faculty, staff, parents and students, shall contain the following provision:

The _____ School District has adopted a comprehensive policy on what to do in the event of a bomb threat. You may obtain a copy of the complete policy by requesting one from the Principal's office (or download from the school Web site).

> While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities, within constitutional boundaries, to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat, school administrators may have to search such items in order to assure the safety and protection of people and property.
>
> Inform all members of the school community that any academic time lost as a result of a bomb threat will be rescheduled, either on a weekend, vacation day or following what would otherwise be the end of the school year.

In addition, under state law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a $5,000 fine. The making of such a threat may also lead to civil liability.

Communicating with the Public

2. **About a bomb threat**.

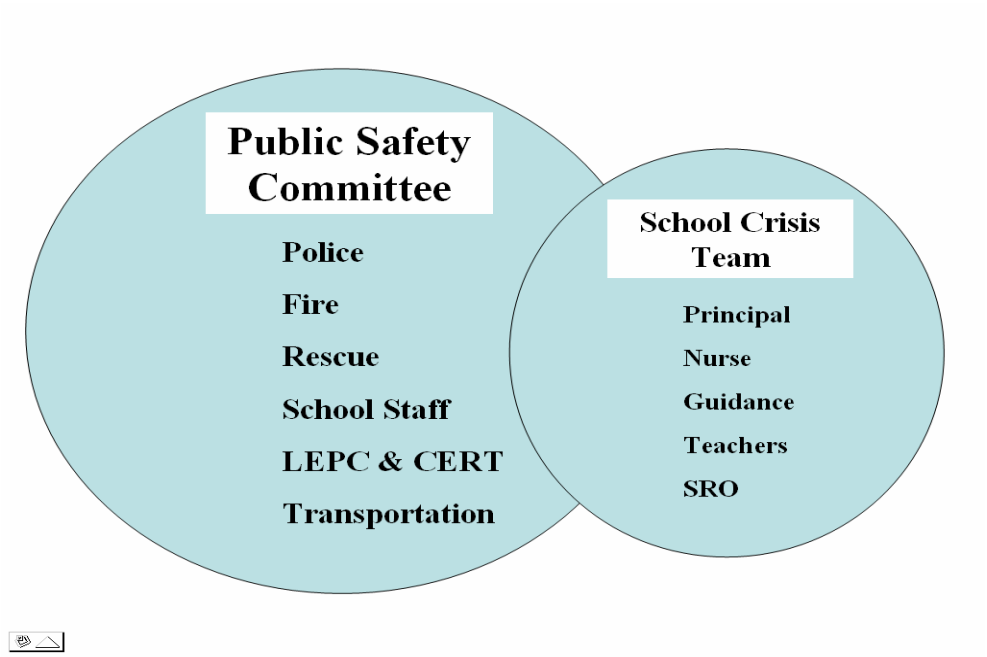
A. Parents. In the event of a bomb threat, the Principal shall ensure that notice is provided all parents of students within _____ (hours/days). If school is dismissed as a result of a bomb threat, the Principal shall implement general school procedures for notification of parents.

B. Media. Any school personnel approached about a bomb threat by a representative of the media shall refer that representative to the Principal or their designee. The Principal may provide the media representative with a formal statement regarding the status of the threat. If approached during the threat, the Principal shall ask the representative to wait for a time when circumstances legitimately permit the official to take a few mo ments to speak with him/her. Any statement given shall be calm and informative without divulging personally identifiable information about students and shall emphasize the efforts made or under way to protect the safety of students and staff.

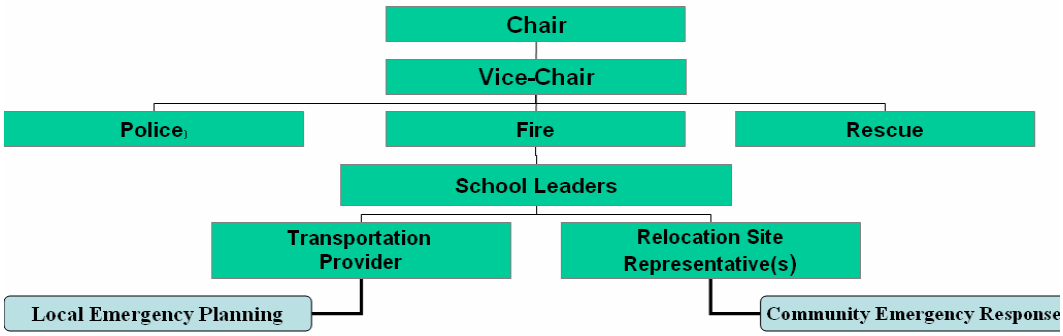
Public Safety Committee

The Public Safety Committee is staffed with members that include the School Crisis Team as well as emergency service providers from the town/region. Both entities are created to assist the principal or designee in planning for and responding to school crises. There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee. During a crisis situation, Public Safety Committee members may (in their duties as first responders) work from a predetermined Incident Command Center.

Public Safety Committee	Team Member Name	Phone # or Extension
Law Enforcement Commander/School Resource Officer Integrates school and law enforcement training and response plans. Works with the School Crisis Team to carry out the response and secure the incident scene by keeping parents and community members away from the school. Assumes role of Incident Commander once school is evacuated and it is ascertained that a criminal act has occurred. Directs wrecker service to remove any vehicles impeding entering or exiting emergency service vehicles.		Phone: Email:
Fire Chief Integrates school fire and *Hazardous Material Response* plans. Works with the School Crisis Team in responding to the crisis. Remains on standby at the perimeter of scene unless a fire *or* *Hazardous Material* emergency develops, at which time the Fire Chief or designee becomes the Incident Commander.		Phone: Email:
Emergency Medical Squad Chief During planning helps to identify school and community members who have CPR and other emergency medical skills. Works with the School Nurse to coordinate the delivery of medical treatment during a crisis.		Phone: Email:
Department of Health–School Health Liaison Works directly with the Principal, Law Enforcement Commander, and Fire Chief, and is the liaison between Vermont Emergency Management, Homeland Security, and the Center for Disease Control during a major crisis involving Bio-Terrorism or related communicable disease incident.		Phone: Email:



SCHOOL PUBLIC SAFETY COMMITTEE



School Crisis Team

The School Crisis Team is made up of individuals within the school staff while the Public Safety Committee members include this internal team as well as emergency service providers from the town/region. Both entities are created to assist the principal or designee in planning for and responding to school crises. There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee.

School Crisis Team	Team Member Name	Phone # or Extension
Principal (Team Leader) Responsible for all planning meetings. Coordinates the broad and specific functions of the team during a crisis. (Principal passes team leader role to fire chief during a fire/hazardous material incident and law enforcement commander following criminal act.)		Phone: Email:
Designee (Backup Team Leader) Will assist or substitute for the Principal. Oversees reporting of any missing students or staff to the Principal during a drill or crisis.		Phone: Email:
Communication Coordinator The sole contact person for all media and staff to communicate the nature of the crisis and keep the community informed about the school's response. The Superintendent may assume this role, but if not, the communication coordinator shall discuss the message to be conveyed with key school administrators in advance. Always coordinate message with law enforcement or fire commander prior to release of public information.		Phone: Email:
Custodian/Maintenance Staff Head custodian or maintenance director works with the school crisis team using blueprints and an advance video tape/DVD of the school to identify specific sections of the building. Custodian/Maintenance staff members, wearing fluorescent vests, work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and to prevent unauthorized people from entering school grounds.		Phone: Email:
Information Site Manager Provides information to parents when they call pre-designated cell/land line phone number(s). Works directly with the Communications Coordinator, or in a small school, roles may be combined.		Phone: Email:
Relocation Site Manager Coordinates logistics at relocation site(s) and works directly with the Information Site Manager.		Phone: Email:

School Crisis Team	Team Member Name	Phone # or Extension
School Counselor Coordinates the scheduling of support meetings and counseling sessions, and organizes other grief management resources.		Phone: Email:
School Nurse Coordinates advance procedures with EMS, doctors and hospital emergency room staff. Prepares inventory of students and staff who have CPR and other emergency medical training. Remains the medical point person during a crisis.		Phone: Email:
Staff Notification Coordinator Responsible for activating the telephone call tree to notify school crisis team members and other school staff about the crisis. Becomes the staff communication liaison during a crisis. Works with the Principal or designee and office secretary in advance to establish an internal classroom telephone/intercom communications procedure for use during crisis.		Phone: Email:
Teachers and Staff Provide supervision of students and assist other staff as needed. Manage student communication via cell phones per local school board policy. Report any missing/injured students to the Backup Team Leader/Nurse.		Phone: Email:

SERIOUS INJURY/ILLNESS			"Clear the Halls" DATE / /	
v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Notify principal or designee who will call 911		
		Send someone to contact the nurse		
		Maintain open airway and administer CPR, if necessary		
		Immobilize victim if there is a potential for head, neck or back injury. Do not move victim unless immediate emergency situation dictates		
		Control bleeding by applying direct pressure and elevation		
v	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Maintain open airway and administer CPR, if necessary		
		Immobilize victim if there is a potential for head, neck or back injury. Do not move victim unless immediate emergency situation dictates		
		Control bleeding by applying direct pressure and elevation		
		Treat for shock		
		Check for medical alert tags		
v	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Contact parents		
		Contact superintendent		
		Work with counseling resources to initiate grief-counseling plan as determined by need and severity of the situation		
		File incident report		
		Debrief school crisis team and staff		
v	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee as needed		
v	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Coordinate grief-counseling if needed		
v	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Collect first aid kit and proceed immediately to victim(s)		
		Coordinate first aid until emergency medical services arrive		
v	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
v	TIME	OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
v	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
v	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.

SERIOUS INJURY/ILLNESS (CONTINUED)				
v	**TIME**	**INFORMATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

STUDENT THREAT

"Clear the Halls"
"Secure the School"
"Evacuate the Building"

DATE / /

Oral, written, or physical threat against other students or staff.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Be prepared to write statement for administration and/or police		

v	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Separate students in conflict or isolate threatening student(s) form others		
		Do not threaten student with police action or use humor to de-escalate situation		
		Call 911, if appropriate		
		If necessary, activate school crisis team		

v	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Direct staff to "Clear the Halls" or "Secure the Building" if the crisis threatens the safety of students and staff,		
		Interview threatening student and victim to acquire background information to determine if the threat is manageable with school resources,		
		Contact parents		
		If reasonable suspicion that a weapon exists, implement search and seizure procedures to confiscate		
		Determine if alcohol or other drugs are involved		
		Implement school discipline policy		
		Contact superintendent		
		Notify law enforcement if dictated by school policy or appropriate for circumstances		
		Coordinate grief-counseling plan		
		Complete incident report and file		
		Debrief school crisis team and staff		

v	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee as needed		

v	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Be prepared to counsel those effected by the incident		

v	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Be prepared to render aid if necessary		

v	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee with investigation of the incident		

STUDENT THREAT (CONTINUED)

v	**TIME**	**MAIN OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee in maintaining a log of pertinent information relating to the incident		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**RELOCATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**INFORMATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

SUICIDE ATTEMPT

"Clear the Halls"

DATE / /

When a student or staff member attempts to take his/her life, either at school or in the community.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Student, faculty, and staff		
		Contact the Principal who will call 911		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Take the threat seriously		
		Secure the scene for police investigation		
		Communicate incident to the principal and/or designee		
		Do NOT leave the student/faculty/staff member alone		
		Call 911		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Convene school crisis team		
		Inform superintendent		
		Notify parent or guardian and offer assistance for appropriate medical and psychological care, referrals and emergency services		
		On a 'need to know' basis, inform faculty/staff/students, including homeroom teacher, coaches, and others who have regular contact with the individual, while maintaining confidentiality		
		Prepare and send letter home to parents as appropriate, while maintaining confidentiality		
		Debrief school crisis team and faculty/staff		
		If there is suspected abuse of the individual, notify SRS (if a student) and/or police, in accordance with state law and school policy		
		Complete incident report		
		Prepare or update prevention protocols in case others attempt or complete suicide		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Hold an immediate team meeting and institute immediate referral for assessment and treatment		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		If others are aware of the threat or attempt, reassure them that action is being taken		
		Notify parents of any students of concern		
		Complete an assessment to determine risk level, using an approved screening tool		
		Meet with referring staff/faculty and/or student		
		Contact the local mental health emergency service screeners and request screening		

SUICIDE ATTEMPT (CONTINUED)				
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Make an immediate assessment and take any immediate action necessary to provide medical care		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Secure area and prevent non-essential people from accessing the scene or witnessing a traumatic event		
v	**TIME**	**OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Initiate incident report, following school policy		
		Gather student/staff contact information		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Secure area and prevent non-essential people from accessing the scene or witnessing a traumatic event		
v	**TIME**	**RELOCATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**INFORMATION SITE MANAGER**	**NAME OF CONTACT**	**CONTACT NO.**
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

SUICIDE COMMITTED

"Clear the Halls"

DATE / /

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Student, family, faculty, staff or other		
v	**TIME**	**PRIORITY PROCEDURES**	**NAME OF CONTACT**	**CONTACT NO.**
		Confirm the death and verify details		
		Offer emotional support to school community to facilitate recovery		
		Prevent further suicides		
v	**TIME**	**PRINCIPAL OR DESIGNEE**	**NAME OF CONTACT**	**CONTACT NO.**
		Confirm the death		
		Verify details with the family and offer assistance, appropriate support, and referrals. Honor the family's wishes if possible		
		Inform superintendent		
		Convene school crisis team		
		Inform faculty/staff of the death. If school is not in session, contact faculty/staff via phone tree		
		Open the school to provide school/community support		
		Complete incident report		
		Prepare and send letter home to parents/guardians		
		Allow faculty/staff/students to attend the funeral		
v	**TIME**	**SCHOOL CRISIS TEAM**	**NAME OF CONTACT**	**CONTACT NO.**
		Hold an immediate team meeting to plan for notifying students/faculty/staff of the death and to provide emotional support		
		Plan schedules and activities for the school day and week		
		Identify those particularly affected, such as relatives, friends, classmates, teammates, those with a history of suicide ideation, depression and/or substance abuse		
		Help create a Support Center in the building		
		Provide safety measures and special services for students, faculty, and staff		
		Ensure faculty and staff attend the funeral to offer support to students		
		Meet with parents, guardians, and families of those at increased risk		
		Reassure and provide a sense of security, a way to remember the deceased and resume routine as appropriate to facilitate recovery		
		Prepare or update prevention strategies and protocol in case others attempt or complete suicide		
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Make home visits to affected families to offer support and referrals		
		Provide outside psychological support—contact local mental health agency or providers		

***SUICIDE COMMITTED* (CONTINUED)**				
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Make an immediate assessment and take any immediate action necessary to provide life support measures, such as CPR, if appropriate		
		Coordinate home visits to affected families with school counselor		
		Follow up with continued counseling for those who need it		
v	**TIME**	**SCHOOL RESOURCE OFFICER**	**NAME OF CONTACT**	**CONTACT NO.**
		Secure area and prevent non-essential people from accessing or witnessing the scene, if suicide occurs at school		
		Coordinate home visits to affected families with the nurse and school counselor		
v	**TIME**	**OFFICE SECRETARY**	**NAME OF CONTACT**	**CONTACT NO.**
		Keep an informal time and procedures log of crisis response activities		
		Permit students to leave school only with parental permission and carefully track attendance		
		Provide substitutes for faculty and staff if they need to go home		
v	**TIME**	**CUSTODIAN/MAINTENANCE STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Secure area and prevent non-essential people from accessing or witnessing the scene, if suicide occurs at school		
		Assist in setting up a Support Center		
v	**TIME**	**COMMUNICATIONS COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		
		Prepare faculty and staff by offering accurate and verified information regarding the death. Provide written statement for all to read to classes and make crisis hotline numbers available		

WEAPONS

"Clear the Halls"
"Secure the School"
"Evacuate the Building"

DATE / /

A dangerous or deadly weapon as defined by state and federal law includes, but is not limited to a gun, knife, metal knuckles, straight razor, noxious or irritating or poisonous gas, poison, other items used with the intent to harm, threaten or harass students, staff, parents or school visitors

v	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Take safety measures to protect yourself and others		

v	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Call 911		
		Stay calm and avoid confrontation if possible		
		Obtain good description of individual and the type of weapon he/she has		
		Notify the principal or designee as soon as possible		
		Take safety measures to protect yourself and others		
		Inform police of your observation and be prepared to write a statement		

v	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Direct students and staff to "Clear the Halls," "Secure the Building," or "Evacuate the School"		
		In the event that the incident requires that you "Secure the Building," direct staff to lock all hallway and exterior doors		
		Meet with law enforcement upon arrival		
		Attend to the safety of students and staff at all times		
		Assess situation in regard to location of person with weapon and potential for injuries		
		Direct wrecker(s) to remove vehicles blocking emergency routes		
		Convene school crisis team and decide how the school will respond		
		Contact parent(s), guardian(s), or other close relative(s) of victims		
		Contact superintendent		
		Issue a press release or assign this task to the Communication Coordinator as deemed appropriate		
		Complete an incident report and file		
		Debrief with school crisis team and staff		

v	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Convene school crisis team at the school and decide what additional resources and support will be needed		
		Provide victim assistance services		

WEAPONS (CONTINUED)				
v	**TIME**	**SCHOOL COUNSELOR**	**NAME OF CONTACT**	**CONTACT NO.**
		Assist principal or designee with notifying parents of victims		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
v	**TIME**	**SCHOOL NURSE**	**NAME OF CONTACT**	**CONTACT NO.**
		Be prepared to treat injuries and assist EMS as needed		
		Assess the degree of injuries and report back to principal or designee		
		Establish triage area in safe location		
v	**TIME**	**COMMUNICATION COORDINATOR**	**NAME OF CONTACT**	**CONTACT NO.**
		After consultation with Law Enforcement, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts		
		Refer all media questions to law enforcement officials		
v	**TIME**	**TEACHER/STAFF**	**NAME OF CONTACT**	**CONTACT NO.**
		Direct students who are in bathrooms or halls to join closest class and to inform the office about their location		
		Direct students to use alternate evacuation routes away from the incident if the fire alarm is activated, During a gun incident, instruct students to “drop to the floor/ground” or “run into the building quickly”		
		Lock all hallway and exterior doors; however, no doors should be barricaded or locked in a manner that would prevent rapid evacuation		
		Ask teachers, staff, visitors and students to remain quiet in designated area, on the floor away from windows and doors, and with all lights turned off		
		Remain in “Secure the Building” mode until the principal or law enforcement commander gives the “all clear” command		